

Checklist for Used Manufactured Building Application

McKenzie County Building Department
1300 12th Street SE, Suite 214, Watford City ND 58854
(701) 444-2420, building@co.mckenzie.nd.us



All items listed below need to be submitted to the McKenzie County Building Department, building@co.mckenzie.nd.us in 1 packet in order to begin the application process.

Incomplete applications will not be accepted. Please allow 10-15 business days for processing from date of receipt of complete application packet.

1. Completed Application (attached)
2. Completed GIS Address form (attached) gisdept@co.mckenzie.nd.us
3. Proof of Ownership
4. One copy of dimensioned site plan – **must include the following**
 - Direction of North
 - Lot lines, adjacent streets, roads, and right-of-way
 - Distance from lot lines to **all** structures, existing and new
 - Location of existing wells and septic tanks
 - Location of proposed construction and improvements
 - Motor vehicle access permits@co.mckenzie.nd.us
5. One set of hard copies of complete construction plans and one set of calculations (if applicable) – **must include the following**
 - Hard copies must be a minimum of 11x17 – Please provide an electronic copy for larger size or more than 30 sheets
 - Roof Plans
 - Framing Plans
 - Foundation Plans
 - Architectural Plans
 - Mechanical Plans
 - Electrical & Plumbing Plans
 - Structural Plans, Specification and Engineering detail
6. A pier placement drawing must be submitted for **ALL** manufactured homes.
7. Verification of Zoning approval from either McKenzie County and your township <https://county.mckenziecounty.net/Department/Townships>
8. Sewage Treatment System Permit (attached) danab@umdhu.org
9. Permit Fee **\$250.00**

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www.mckenziecounty.net Phone 701-444-2420 building@co.mckenzie.nd.us

ADDITIONAL CONTACT INFO

Water and Sewer:

- McKenzie County Rural Water: <https://county.mckenziecounty.net/Department/Water> (701) 842-2821
- ND Dept. of Health (Water, Sewer for 15 or more (subdivision): Karl Rockeman krockema@nd.gov (701) 328-5225
- Upper Missouri District Health: Dana Brekhus danab@umdh.u.org (701) 774-6407 or (701) 774-6400
- State Water Commission (private wells): (701) 328-2750
- Watford City Water: (701) 444-2533

Township: - <https://county.mckenziecounty.net/Department/Townships> **choose your district**

ND DOT: - (Highway Road Approach Permit) <https://www.dot.nd.gov/>

- **Dickinson:** 1700 3rd Ave W Ste. 101 Dickinson, ND 58601 (701) 227-6500
- **Williston:** 605 Dakota Pkwy W. PO Box 698 Williston, ND 58802 (701) 774-2700

School Districts: - <https://econdev.mckenziecounty.net/why-mckenzie-county/education/> **choose your district**

- McKenzie County #1: PO Box 589 Watford City, ND 58854 (701) 444-3626
- Alexander: PO Box 66 Alexander, ND 58831 (701) 828-3334
- Yellowstone: 301 2nd St S. Fairview, MT 59270 (406) 844-5649
- Earl: 995 E Bennie Pier Rd Sidney, MT 59270 (406) 565-2249
- Horse Creek: 1812 Horse Creek Road Cartwright, ND 58838 (701) 828-3080

Fire Districts: - <https://county.mckenziecounty.net/Department/Emergency/Emergency-Management/Local-Area-Fire-District-Information> **choose your district**

Other Resources:

- Tax Director: (701) 444-3616 Ext 4 kpaulson@co.mckenzie.nd.us
- McKenzie County Treasurer: (701) 444-3616 Ext 3 ejohnsrud@co.mckenzie.nd.us
- Recorder: (701) 444-3616 Ext 4 kpaulson@co.mckenzie.nd.us
- Montana Dakota Utilities: (800) 638-3278
- McKenzie Electric: (701) 444-9288
- Reservation Telephone Company (RTC): (701) 862-3115
- Auditor: (701) 444-3616 Ext 3 ejohnsrud@co.mckenzie.nd.us
- US Post Office: June Pemberton (406) 450-5480 (**Suggested if assigned a new address**)
- Army Corps of Engineers: 204 1st St Riverdale, ND 58565 (701) 654-7414
- City of Alexander: 701-828-3461-Brandi Gillespie cityofalexander@ruggedwest.com
- City of Arnegard: (701) 586-3500
- City of Watford: (701) 444-2533
- ND Department of Health: 600 E Boulevard Ave Bismarck, ND 58505 (701) 328-2368

McKenzie County Website: <https://county.mckenziecounty.net/>

McKenzie County GIS: <https://mckenziecounty.maps.arcgis.com/home/index.html>

McKenzie County Address Request: <https://county.mckenziecounty.net/usfiles/AddressRequestForm.pdf>

Used Manufactured Building Permit Application



Building Permit #: _____ (office use only)

Application Date: _____ Date Received: _____

Project Title: _____ Approximate Set Date: _____

Name of Applicant: _____ Phone # _____

Mailing Address: _____

Email Address: _____

Property Address: _____

City, State, Zip Code: _____

Registered Installer Name: _____ Phone # _____

Installer Company: _____

Email Address: _____

Installer Identification Number: _____

Name of Property Owner: _____ Phone# _____

Mailing Address: _____

Email Address: _____

Township: _____

<https://county.mckenziecounty.net/Department/Townships>

Parcel Number(s): _____

Legal Description of property:

Quarter Section _____ Section _____ Township _____ Range _____

Used Manufactured Building Permit Application

Manufactured Home Information

Year: _____ Make: _____ Model: _____ Size: _____

Manufacturer: _____

Serial# _____

HUD Label # _____

Total Cost: _____

A member of the Building Department will inform you when the permit has been created. Any information the applicant has set forth in this application that is false or misleading may result in rejection of the application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by all applicable government agencies.

I hereby declare and affirm that all matters and facts set forth in this application are true and correct to the best of my knowledge, information and beliefs.

Applicant Signature: _____ **Date:** _____

This section to be completed by Staff

Minimum Setback Requirements:

Zoning: _____ Front: _____ Side: _____ Rear: _____

Fees: Fees will be assessed by staff after application is approved.

Total Permit Fee: _____ Paid by: Credit card Cash Check

Please use permit # _____ as a reference when making your payment.

Payments may be made under Planning and Zoning online at

<https://trx.npspos.com/payapp/public/ECSale.html?siteId=17084&urlKey=4c57128363a5ebeae709d7f5b29387c4807d9da6>

This permit application and associated plans have been reviewed for the compliance with the Code. All work associated with this permit is subject to field inspection by certified individuals during the course of construction. Issuance of this permit is in no way granting any portion of the proposed work to be completed in a manner contrary to the Code. Construction must commence within six (6) months.

Zoning Approval Signature: _____ **Date:** _____

November 1, 2017

McKenzie County Statement of Clarification

Re: ND State Code regarding Exemption of Building Permit Requirement

NDCC 54_21.3-04. NDCC 54-21.3-04. Exemptions.

1. Except as specifically provided in this chapter, the following statewide codes are exempt from this chapter:

- a. The Standards for Electrical Wiring and Equipment, as contained in North Dakota Administrative Code article 24-02.*
- b. The State Plumbing Code, as contained in North Dakota Administrative Code article 62-03.*
- c. The State Fire Code, as contained in the rules of the state fire marshal as provided in section 18- 01-04.*

2. The following buildings are exempt from this chapter:

- a. Buildings which are neither heated nor cooled.*
- b. Buildings used whose peak design rate of energy usage is less than one watt per square foot [929.0304 square centimeters] or three and four-tenths British thermal units an hour per square foot [929.0304 square centimeters] of floor area.*
- c. Restored or reconstructed buildings deliberately preserved beyond their normal term of use because of historical associations, architectural interests, or public policy, or buildings otherwise qualified as a pioneer building, historical site, state monument, or other similar designation pursuant to state or local law.*

3. Any building used for agricultural purposes, unless a place of human habitation or for use by the public is exempt from this chapter.

McKenzie County Building and Planning Department interprets the exemption found in subsection 2a, which reads, "Buildings which are neither heated nor cooled", as follows:

A building that does not have a heating unit or an air conditioner unit for the purpose of artificially modifying the temperature of the building shall not be required to have a building permit in McKenzie County. Fans used to circulate air within the building or to introduce outside air into the building or to exhaust air from the building are not considered as either heating or cooling of the building, even though a fan may have the effect of temperature modification in the building.

McKenzie County Building and Planning Department interprets the exemption found in subsection 3, which reads, "Any building used for agricultural purposes, unless a place of human habitation or for use by the public is exempt from this chapter", as follows:

Any building which is used for agricultural purposes, which is interpreted as buildings that are used in conjunction with the production of agricultural crops, livestock or livestock products, poultry or poultry products, milk of dairy products, or fruit and other horticultural products. Property that is zoned Agricultural is not automatically considered an agricultural use but only those properties that being used expressly for agricultural purposes as described above. Family gardens and group gardens are not considered for agricultural in nature.

Therefore, barns, sheds, detached garages, out buildings, corrals, coops, and shelters that are being used for agricultural purposes as described above are exempt from needing a building permit. However, any home, residence, trailer or structure used as living quarters shall be required to obtain a building permit from the county. There are no exemptions to the requirement of obtaining a building permit for any home, residence, trailer or structure used as living quarters regardless of the size of the parcel of land that the home is occupying.

**AMERICAN WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES (ADAAG)
CONFORMANCE STATEMENT**

NORTH DAKOTA DEPARTMENT OF COMMERCE
DIVISION OF COMMUNITY SERVICES
SFN 19701 (01/2021)

This form must be submitted for new construction, alternations and additions to buildings and facilities subject to the Americans with Disabilities Act.

AMERICAN WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES (ADAAG) CONFORMANCE STATEMENT														
Name	Building Address													
City	State	ZIP Code												
Owner	City/County													
Date Construction to Start	Projected Completion Date													
Type of Construction <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 10px;">New Building</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding-left: 20px;">Sq. Ft.</td> <td style="border-bottom: 1px solid black; width: 100px;"></td> </tr> <tr> <td>Addition</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Sq. Ft.</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Alteration</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Sq. Ft.</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>			New Building	<input type="checkbox"/>	Sq. Ft.		Addition	<input type="checkbox"/>	Sq. Ft.		Alteration	<input type="checkbox"/>	Sq. Ft.	
New Building	<input type="checkbox"/>	Sq. Ft.												
Addition	<input type="checkbox"/>	Sq. Ft.												
Alteration	<input type="checkbox"/>	Sq. Ft.												
Describe Alteration:														
Type of Occupancy/Use (Refer to Occupancies and Divisions defined in the International Building Code)														
I certify, to the best of my professional judgment, that the plans and specifications for the above referenced building or facility conforms with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities as adopted in North Dakota Century Code Section 54-21.3-04.1.														
Name of Design Professional	Firm													
Signature	Telephone Number	Date												
Mail or Email To: Division of Community Services 1600 East Century Avenue, Suite 2 PO Box 2057 Bismarck, ND 58502-2057 dcs@nd.gov														

ADAAG CONFORMANCE STATEMENT (American with Disabilities)

North Dakota Century Code (N.D.C.C)

54-21.3-04.1. Accessibility standards - Automatic doors.

1. Notwithstanding section 54-21.3-04, every building or facility subject to the federal Americans with Disabilities Act of 1990 [Pub. L. 101-336; 104 Stat. 327] must conform to the 2010 Americans with Disabilities Act standards for accessible design as contained in title 28, Code of Federal Regulations, parts 35 and 36 [28 CFR 35 and 36].
2. A state agency or the governing body of a political subdivision shall require from any individual preparing plans and specifications for a building or facility subject to the Americans with Disabilities Act of 1990 [Pub. L. 101-336; 104 Stat. 327], a statement that the plans and specifications are, in the professional judgment of that individual, in conformance with the Americans with Disabilities Act standards for accessible design as provided under subsection 1. A statement of conformance must be submitted to the department of commerce division of community services for recording.
3. After July 31, 2013, a newly designed and constructed building in excess of seven thousand five hundred square feet [696.77 square meters] which is classified within the state building code as assembly, business, educational, institutional, or mercantile occupancy and required by the state building code to be accessible must include at the primary exterior public entrance an automatic door or power-assisted manual door that complies with the requirements of the Americans with Disabilities Act of 1990, revised 2010. If a multiple unit building does not have a primary exterior public entrance, an individual unit within that building is not required to include an automatic door or power-assisted manual door unless that individual unit is in excess of seven thousand five hundred square feet [696.77 square meters].

54-21.3-04.2. Notice of federal accessibility guidelines required.

A building permit issued under section 11-33-18, subsection 6 of section 40-05-02, or other similar grant of authority must contain the following statement: Federal law may require this construction project to conform with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.

McKENZIE COUNTY ADDRESS REQUEST FORM

INTENT:

Any structure where emergency services may be needed (residential, commercial, oil industry site, etc.) or any structure used in emergency services (cell towers, water holding sites, etc.) require a unique physical street address. The assigning of 911 addresses will follow national & state guidelines in addition to local ordinances. Each residential building unit, commercial structure unit, and separate building at the same physical address must have a separate unit number.

The unit number must be clearly displayed and visible at the primary entrance to each unit and needs to be 4" in size.

Depending on location, addresses may not be assigned until all permitting processes have been approved. This includes, but is not limited to, approach permits, building permits, and / or conditional use permits. **(select one)**

Approach Permit

Building Permit

Conditional Use Permit # _____

DIRECTIONS:

To request an address, submit this form along with a site plan showing driveway and all structure locations. Feel free to stop by the McKenzie County Public Works building to work with staff if desired.

Return this completed form and site plan to: gisdept@co.mckenzie.nd.us

Mail to: McKenzie County Public Works
GIS Department
1300 12th ST SE
Watford City, ND 58854

There are no fees for
obtaining a 911 address.

Date of Application: _____ Contact Person: _____

Phone Number: _____ Email Address: _____

Property Owner: _____ Parcel Number: _____

Quarter Section: _____ Section: _____ Township: _____ Range: _____

Subdivision Name: _____ Lot: _____ Block: _____

If this is an oil industry site, name of oil pad oil wells salt water disposal compressor station gas plant, etc: is required **(select one)**

Site Name: _____

Latitude and Longitude coordinates can be found on various web mapping sites or McKenzie County GIS resources here (<https://mckenziecounty.maps.arcgis.com/home/index.html>).

Road name providing property access: _____

Driveway approach starts at..... Latitude: _____ Longitude: _____

Structure location..... Latitude: _____ Longitude: _____

A site plan or aerial photo must be submitted, with the driveway access clearly marked as this will determine the address. If this approach changes in the future, the address **WILL** change. All structures need to be clearly located on site plan or photo submitted.

Signature of Applicant: _____ Date: _____